1. Purpose and Objectives

This policy outlines The University of Queensland's position regarding placements and provides a framework for students undertaking placements as part of their studies.

2. Definitions, Terms, Acronyms

Placement — (also known as clinical immersion, clinical placement, clinical practice, externship, fieldwork, industry experience, industry study, internship, practicum, teaching practice, work placement) is a course, course component, milestone or other activity that gives students practical experience in the application of theoretical concepts and knowledge in an authentic work environment.
To comply with the relevant legislation, placements must be:

1. for the provision of experience to a student enrolled in a course or program at The University of Queensland; and
2. the experience must be a mandatory or assessable part of the course or program.

Placements include placements for credit and placements to fulfil program milestones.

**Placement for credit** — a form of placement which is undertaken by a student and counts towards the student's total credit requirements for their program

**Placement organisation** — the organisation at which the student's placement is undertaken. The type of placement organisation is not limited, and includes business, government departments, non-government service providers, non-profit organisations, and volunteer organisations

**Placement supervisor** — one or more suitably qualified persons appointed by the placement organisation to supervise the student on placement and be available for regular feedback sessions between placement participants. This role may be divided into responsibility for the experiential components of the placement undertaken by a suitably qualified person, and responsibility for the administration of the placement, which may be undertaken by a second person.

**Placement to fulfil program milestones** — a form of placement which is undertaken by a student to complete program requirements but does not generate credit.

**Program** — the study set for a particular award at the University, as listed in PPL 3.50.11 Awards - Procedures [4].

**Work experience** — an arrangement which is undertaken by a student under which an organisation will provide experience to the student as part of the student's education, but is not a mandatory or assessable part of a student's course or program. Work experience is regulated under the Education (Work Experience) Act 1996 and is subject to specific restrictions.

### 3. Policy Scope/Coverage

This policy applies to students, the placement organisation, placement supervisors and The University of Queensland.

### 4. Policy Statement

The University of Queensland seeks to enrich student learning experiences through industry placement, internships, practicums and other practical work-based experiences by enabling students to practice the skills of the profession in a real-life and safe setting.

### 5. Types of Activity

The types of placement or experience activities engaged by students at The University of Queensland are described below.
Placements in Coursework Programs - Policy

5.1 Placement for Credit

Placements for credit are managed by the University. The placement organisation is engaged by the University to provide professional development opportunities for the student and to supervise the student during placement. In some circumstances, this relationship is mediated by a third party arrangement.

Placements are usually undertaken at organisations external to the University; however, in some circumstances placements may occur on site within a campus.

5.2 Placement to Fulfil Program Milestones

Placements to fulfil program milestones are managed by the University and the student. The placement organisation provides professional development opportunities for the student and supervises the student during the placement.

5.3 Work Experience

Work experience is distinct from a placement and is regulated under the Education (Work Experience) Act 1996, which stipulates that:

1. student must not be paid for work experience;
2. a student must not receive work experience for more than 30 days in a year;
3. the work experience must finish in the year it starts;
4. the number of students must not exceed the number of full-time employees of the placement organisation; and
5. the work experience must take place during the placement organisation's ordinary hours.

Despite being distinct from a placement, the University may approve work experience on the grounds that it would assist the student with their studies. The University is under no obligation to approve work experience as it requires the University to exercise similar responsibilities with work experience providers as they would for placement organisations. If the University approves work experience, a Work Experience Form must be completed to satisfy insurance requirements.

Workflow State:
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